





Waste Management Policy 2022 t 2027

February 2022



- To manage our waste without endangering human health and harming the environment
- To ensure that all waste streams are handled, stored, treated, and disposed of as laid out under the Duty of Care for waste, without risk to water, air, soil, plants or animals
- To ensure the repair and reuse of those assets capable of being deployed internally within the University, or resold, or gifted to external third parties,
- To implement initiatives that divert 100% of organic waste from landfill, undertaking composting on campus,
- To initiate and implement behavioural change programs that target procurement, and reduced resource usage and consumption patterns
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	regulations, guiding organizations on compliance with current standards.
Controlled Waste (Registration of Carriers and Seizure of	Governs the registration of carriers transporting controlled waste and outlines provisions for the seizure of vehicles used in
Vehicles) Regulations 1991	



- Waste Handling and Storage: The university are required to handle and store waste in a manner that prevents pollution and environmental harm. Waste must be stored securely, labelled appropriately, and segregated as necessary to prevent cross-contamination.
- Appropriate Waste Carriers: When transferring waste to external parties, the university must ensure that all waste carriers are registered and authorised to handle the specific type of waste being transported. This helps prevent illegal waste disposal.
- *Record Keeping:* The university must maintain accurate records of the waste it produces, including details about waste types, quantities, destinations, and the parties involved in waste management processes, including the carriers, transfer stations and final disposal fate.
- *Waste Transfer Notes:* A waste transfer note must be completed whenever waste is transferred to another party, such as a waste contractor or disposal facility. This document outlines important information about the waste



gives us the assurances we need to meet our recycling targets. Cardboard, various grades of plastic film, ridged plastic, mixed paper and cans are baled and sold by Sackers to UK and International markets.

2.3 Recycling

The university has established a comprehensive recycling approach encompassing diverse waste streams, including complex items such as WEE waste, batteries, light fittings, and toner cartridges, among others. While the university has achieved an impressive recycling rate of 85% or greater since 2019, it's important to note that recycling itself is not the sole focus or primary driver of the waste management strategy. The university's central aim revolves around reducing waste at its source. This proactive approach is guided by a dual strategy involving procurement decisions and encouraging responsible behaviour among staff and students. By adopting sustainable procurement practices that prioritise durable, repairable, and eco-friendly materials, the university addresses waste creation right from the outset. Additionally, the pivotal role of staff and students in adopting conscious consumption and disposal habits will be targeted to further support waste reduction objectives.

In tandem with these efforts, there's a recognition of the need for a paradigm shift in workplace consumerism. The traditional "use and discard" mindset is evolving towards a more sustainable perspective, which values quality over quantity and considers the life cycle of products. This shift aligns with the broader sustainability goals of the university, fostering a culture that values resourcefulness, durability, and mindful consumption.

2.4 WEEE Waste

WEE waste is any waste that is covered by the Waste Electrical and Electronic Equipment Directive (UK transposed). Typically any piece of equipment that uses a battery or has a plug attached. As an educational institute we have electrical items that are regularly replaced as design and software constraints demand, for IT equipment this is predominantly due to update incompatibilities.

In general our most common and consistent WEEE waste includes:

- Desk top computers and monitors
- Laptops
- Keyboards and mice
- Phones landline/conference/mobile
- Printers/ Scanners/ Routers
- Orcuit boards, cables
- Lighting fixtures and fittings
- Fridges, freezers, microwaves, dishwashers.

Sometimes WEEE waste will be referred to as e-waste, this terminology is interchangeable and covered by papef1 12 Tf Wildeas



copper, and palladium are also often used in circuit boards and present recycling companies with the opportunity to reuse or sell them.

This area of waste legislation is currently evolving, with the UK government seeking to require product design measures that promote the reparability of products to tackle the problem of manufacturer planned obsolescence in the white goods and electronics sector. Additional measures will also require that spare parts are available for a minimum of 7 years after the placing of new products on the market and ensure the provision of consumer information relating to product lifetimes, durability and reparability.

Procurement of IT and e-goods by all departments will need to consider the lifecycle of each item and the waste disposal legislative requirements, advice can be sought through the Minerva and the University Waste and Travel Coordinator.

2.5 WEEE Waste Removal

The University of Suffolk uses audited and approved contractors for the removal of redundant electrical equipment. Prior to collection WEEE waste should be:

- Stored securely and separately from other waste;
 - nly
- Specialist items such as laboratory equipment will be withdrawn by the department that own the asset, with advice provided on disposal options from Estates.

IT Services manage the withdrawal service for most electrical/electronic waste at the University, including data-bearing items such as monitors/computers and hard drives. For most equipment IT Service and Estates will check that the original supplier does not offer a take-back scheme for old equipment, before arranging re-use and/or disposal by a University approved contractor. Electrical items that are still usable by the University be offered for reused by another department before moving through the waste hierarchy.

2.6 Furniture Assets

Like most sectors, office furniture typically adheres to the linear model of production. Many of the materials in products today come from increasingly expensive finite sources. Cross-sector competition for resources combined with an increasingly volatile supply chain for pure and high-quality materials, mean that there is likely to be a considerable raw material supply risk for office furniture manufacturers in the future and an increase in unit asset prices across the UK. Office furniture frequently falls out of use, through wear, tear, breakages or as a result of rebranding, project changes and retrofits. Furniture is therefore deemed an asset of high aggregated value to the University.

Frequently furniture gets damaged during the year and should be reported to the Estates department. Our skills team are able to deal with wear and tear and undertake minor repairs to tables, chairs, cabinets and other office furniture equipment. Reactive maintenance requests should be directed straight to the FMHelpdesk to be passed onto our maintenance team. Depending on the complexity and size of the project they will be able to evaluate the ability to repair the asset, repair the asset and/or strip the asset for doner parts and then segregate remaining parts for recycling.



Procurement

The university embraces a circular economy approach to furniture procurement, actively engaging in practices that reflect this commitment. In addition to surplus furniture finding a new life in small works retrofit projects, a portion of procured items will be sourced from Framework approved second-hand furniture providers following refurbishment.

In line with sustainability goals, the university considers the acquisition of reconditioned second-hand furniture from responsible sourcing channels as an essential approach to procurement and waste management. For new furniture purchases, emphasis is placed on attributes such as repairability, low carbon footprint, and sustainable materials. This comprehensive strategy underscores the university's dedication to responsible resource management and environmental consciousness across its campus facilities.

Hazardous Waste

The University maintains rigorous processes and responsibilities for the effective management of laboratory and hazardous waste in strict adherence to regulatory guidelines. Laboratory, including 3D printing and hazardous waste management is a collaborative effort involving various management stakeholders, with the Estates Team playing a pivotal role. Technician teams are advised to refer to inhouse procedures and liaise with FM Helpdesk to assist in the safe disposal of hazardous waste. All staff associated with the keeping, treating and disposal of Hazardous waste are to ensure compliance with the Hazardous Waste Regulations and the Control of Substances Hazardous to Health (COSHH) regulations. While the Estates Team facilitates the disposal process, it's important to note that costs associated with waste disposal are attributed to the respective school or directorate from which the waste originates. This accountability encourages a responsible approach to waste generation and disposal. Staff are to refer to specific procedures for further information.

2.7 Composting

The university boasts an innovative onsite composting waste facility designed to manage tea bar waste and contractor cafe food waste effectively. This facility not only minimises waste sent to landfill, but also contributes to the university's sustainability initiatives. The compost produced from these organic materials serves a vital role in enhancing onsite biodiversity and supporting the Wellbeing Allotment projects. By integrating this nutrient-rich compost into various landscaping and cultivation efforts, the university fosters healthier soil conditions that positively impact plant growth and ecosystem resilience. Moreover, this practice aligns with the university's commitment to reducing greenhouse gas emissions, diminishing the release of methane, a potent greenhouse gas typically associated with landfill disposal.

3. Training and Awareness

Our institution is committed to fostering a culture of responsible waste management among staff and students. The University supported by the Sustainability Team will provide effective training and raise awareness to ensure everyone understands their role in defining procurement asks, minimising waste, enhancing recycling efforts, and promoting sustainable practices.



The overarching objectives for this training will seek to:

- provide comprehensive training that educates staff and students about waste management practices, including waste reduction, proper sorting, and recycling techniques.
- Raise awareness about the environmental impacts of waste generation and the importance of individual and collective efforts in waste reduction.
- Ensure all staff and students are aware of waste management regulations and their legal responsibilities regarding waste disposal.

In order to achieve this the ambition, the university will develop and conduct regular training programs for both new and existing staff and students where relevant and appropriate. These programs will cover waste sorting guidelines, recycling procedures, hazardous waste handling, and best practices for waste reduction. Additionally various communication channels, including intranet resources, emails, posters, and workshops will be utilised to keep staff and students informed about waste management updates, initiatives, and success stories. A particular emphasis will continue to be placed on awareness campaigns and initiatives that highlight the importance of waste reduction, recycling, and responsible consumption. The full detail of this programme can be found within the Waste Action Plan

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